



Department of Administration
Purchasing Division

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

Rhonda U. Kelsey
City Purchasing Director

March 2, 2020

ADDENDUM NO. # 5

Bid #17148 – VSC for Background Checks
Original Closing Date: 02/06/2020 @ 2:00 PM CST
New Closing Date: 03/10/2020 @ 2:00 PM CST

NOTICE TO BIDDERS:

On 01/15/2020, you received notice of the above subject bid.

Please Note:

1. The closing date for Bid 17148 has been extended to Tuesday, 03/10/2020.

Bidders Questions and Answers:

Q 1. "I have a follow up question to Addendum #4 there are two questions related to 3rd party fees for which I would like clarity. In the answer to Q14 answer you state A: *For our purposes it would be better for us for vendors to assess fees on a case-by-case basis. Without knowing how many of the background checks incur these kind of fees we certainly don't want to tack on an additional charge and pay more in the long run.* It sounds like in you are going to allow vendors to access fees above the quoted Unit price. While in the answer to Q26 you state A: *The unit price should include all applicable fees.* Can you clarify if vendors will be allowed to access additional fees above the quoted unit price or should the unit price include all applicable fees?

A: The unit price for the Basic Background Check, Comprehensive Background Check, and Comprehensive Background Check for MFP shall consist of all applicable fees to include the requirements listed under each background check package. Please note the modifications to the package requirements that were made known in addendum #3.

Per the specifications additional fees shall be submitted in the following manner:

"ADDITIONAL SERVICES:

- A Credit Report (upon request)
- Employment History (upon request)
- Military Verification (upon request)

Bidders must also include in an attachment to their bid submittal, a listing of additional services that are available over and above those required for the Basic and Comprehensive background checks. This listing shall also include rates, fees, etc. applicable to each of the additional services.

FAILURE TO INCLUDE THE ABOVE INFORMATION"

This certificate is to be signed and submitted with your bid response and returned before 2:00 PM of the closing date to the Department of Administration – Purchasing Division, Room 601, City Hall, 200 E. Wells Street, Milwaukee, WI 53202.

ANY ADDENDUM NOT RECEIVED BY 2:00 PM ON 03/05/2020 MAY RESULT IN BID REJECTION.

Sincerely,

Diana Herrejon

This is to certify that I/we have read the above and have incorporated it in my/our bid.

DATE: _____ SIGNED: _____

NAME OF FIRM: _____

[File:](#)